

Council on Technology Services
Privacy, Security & Access Work Group
January 11, 2000

Present: Mike O'Neil, DSS; Teresa Thomas, APA; Peggy Maupin, DGS; Dan Galloway, SCC; John Palese, DSS; Andy Poarch, DIT; Jim Adams, DIT; Murray Rosenberg, replacing Dan Ziomek, DTP; Rick Fowler, DSS, new member; Paul Bucher, for Murali Rao, VDOT; Ernie Style, DRS, new member

Absent: Cheryl Clark, DMV; Ray Davis, DGIF; Darrell Gasaway, DJJ; Ed Morris, DOC; Bill Russell, IST; Lewis Vass, VSP

The January 11, 2000 COT's, Privacy, Security & Access (PSA) Work Group meeting was held at the Department of Motor Vehicles. Minutes from the meeting held December 7, 1999 were reviewed and approved with one correction by John Palese: page 1, Group Discussion #3...change to read Produce a series of *reports* that provide "

1. Murray Rosenberg gave a presentation on DTP Standard 95-1, Information Technology Security and a detailed discussion followed on the protection of your primary systems.
2. Andy Poarch offered insight on the Real Intention of the Assignments of Executive Order 51. The role of PSA is as an advisory group, to gather knowledge and send to those who will be making decisions. PSA's role in EO51 is paragraphs D, E, and F only. Does this group want to assume a larger role?

How specific should we be? The standard should be relatively generic. The value we can bring to the table is to go out and look at a couple of specific implementations and provide an overview or case study and show several ways it has been done and how it relates back to standards. In addition, we should provide people with guidelines and the final product would be some kind of self-audit guideline or check list to show points to consider if you were going to do that. Number one item on the agenda for February will be whether or not we want to expand PSA's role in EO51.

3. APA Audit Reports for IT Security, Teresa Thomas

Teresa handed out and reviewed a three-page document entitled COTS Proposed Guidelines for Internet Security. She pointed out that each agency will need to assess 1) the value of the information they are trying to protect, 2) improper uses of the internet, 3) their Information Security Technology plan, and 4) the list of weaknesses found in some agencies.

4. DSS Risk Assessment and Business Impact Analysis Reports-John Palese

John handed out and provided elaboration on a 10-page document.

ACTIONS:

1. 95-1 could use some tweaking and then it would be ready to recommend to the COTS and from COTS to Secretary Upton. Anyone with ideas regarding modifications should mail to the group and especially to **Jim Adams**. Jim will consolidate and next month we'll consider all the comments and come up with our final version of what we think should be the new standard and from there we'll look at the next step. Where are the next areas that need elaboration for other agencies, i.e., common deficiencies
2. **John Palese** will check with DPT regarding the status of the Internet Policy and share results.
3. GTE wants to attend a meeting and present on virtual private networks. **Mike** will schedule them for the March meeting.
4. Privacy statement-research other states and report back in February-**Jim Adams**.
5. **Teresa Thomas**: Clear with agency hierarchy, smooth up the list of weaknesses that have been found in some agencies, and put on web soon, labeled as Common Findings During State Agency Audits
6. **Next scheduled PSA Meeting: Tuesday, February 1, 2000**

1-3 p.m.
DMV Richmond HQ,
Room 702
2300 West Broad Street